

**CITY OF SAN DIEGO
MINUTES OF THE MEETING OF THE
CIVIL SERVICE COMMISSION**

Thursday, October 7, 2021, at 1:00 p.m.
Online Meeting

- A. The regular business meeting of the Civil Service Commission was called to order by President Lori Thacker at 1:05 p.m. Also present were Vice-President Maricela Amezola, Commissioner Dr. Don E. Conley and Commissioner Aaron Olsen. Commissioner Jacquelyn R. Atkinson was absent.

- B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Anne Lamén Aban, and Assistant to the Director Saba Berenji. Serving as legal advisor to the Commission was Deputy City Attorney Jennifer Berry.



City of San Diego
Civil Service Commission

MINUTES

Lori Thacker, President
Maricela Amezola, Vice-President
Jacquelyn R. Atkinson, Commissioner
Dr. Don E. Conley, Commissioner
Aaron Olsen, Commissioner

Thursday, October 7, 2021, at 1:00 p.m.
Online Meeting

Until further notice, Civil Service Commission meetings will be conducted pursuant to the provisions of [California Executive Order 29-20](#), which suspends certain requirements of the Ralph M. Brown Act.

During the current State of Emergency and in the interest of public health and safety, all members of the Civil Service Commission will be participating in Civil Service Commission meetings by teleconference. In accordance with the Executive Order, there will be no members of the public in attendance at the meetings. We are providing alternatives to in-person attendance for viewing and participation in the meetings.

In lieu of in-person attendance, members of the public may participate and provide comment via telephone, using the City Clerk webform, email submission, or via U.S. Mail of written materials, as follows:

Public Comment Testimony During Civil Service Commission Meetings:

To offer public comment testimony during a Civil Service Commission meeting, you need to first join the Zoom Webinar meeting online from your desktop computer, laptop, tablet, or Smartphone, or by calling in to the meeting from your cellular phone or land line. If applicable, the Civil Service Commission will meet in Closed Session at 12:00 p.m. or shortly thereafter. Public Comment on Closed Session items will occur at the start of the 12:00 p.m. session before the Commission adjourns into Closed Session. The Commission will reconvene for Open Session at 1:00 p.m. or shortly thereafter.

The link to join the Zoom Webinar by computer, tablet, or Smartphone is:

Closed Session: <https://sandiego.zoomgov.com/j/1601441297> (PUBLIC COMMENT ONLY)

Open Session: <https://sandiego.zoomgov.com/j/1602402238>

To Join By Telephone:

Closed Session: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 144 1297# (PUBLIC COMMENT ONLY)

Open Session: Dial 1-669-254-5252. When prompted, input Webinar ID: 160 240 2238#

How To Speak To A Particular Item Or During Non-Agenda Public Comment:

When the Commission President introduces the item you would like to comment on (or indicates it is time for Non-Agenda Public Comment), raise your hand by either tapping the "Raise your Hand" button on your computer, tablet, or Smartphone, or by dialing *9 on your phone. You will be taken in the order in which you raise your hand. You may only speak once on a particular item.

When the Commission President indicates it is your turn to speak, unmute your phone by tapping the Unmute button on your computer, tablet or Smartphone, or dial *6 on your phone.

Written Comment Through Webform:

Comment On Agenda Items may be submitted using the City Clerk [webform](#) indicating the agenda item number for which you wish to submit your comment. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

Non-Agenda Public Comment may be submitted using the City Clerk [webform](#) checking the appropriate box. Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before Non-agenda comment is called will be submitted into the written record for the meeting.

Closed Session Public Comment may be submitted using the City Clerk [webform](#). Comments received by the start of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

Written Materials. If you wish to submit written materials for submission into the record or have an attachment to your comment, you may email it to AArevalo@sandiego.gov or submit via U.S. Mail to 1200 Third Avenue, Suite 300, San Diego, CA 92101. Materials submitted via email will be distributed to the Civil Service Commission in accordance with the deadlines described above. Materials submitted via U.S. Mail will need to be received the business day prior in order to be distributed to the Civil Service Commission.

The public may view the meetings on Zoom Webinar. Click [here](#) to view this meeting at its scheduled time.

Requests For Accessibility Modifications Or Accommodations:

As required by the Americans with Disabilities Act (ADA), requests for agenda information to be made available in alternative formats, and any requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting the Personnel Department Services Supervisor at 619-236-6402 or AArevalo@saniego.gov. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.

This agenda and the supplemental information for each agenda item, if any, can be made available in alternative formats to assist persons with disabilities. Special assistance at the meeting is also available. To request such assistance, please call the Personnel Department Services Supervisor at 619-236-6402. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests.

ITEMS FOR ACTION

INTRODUCTION

1. Roll Call.

ACTION TAKEN/PENDING

Present were President Lori Thacker, Vice-President Maricela Amezola, Commissioner Dr. Don E. Conley and Commissioner Aaron Olsen. Commissioner Jacquelyn R. Atkinson was absent.

NON-AGENDA PUBLIC COMMENT

This portion of the agenda provides an opportunity for members of the public to address the Commission on items of interest within the jurisdiction of the Commission. (Comments relating to items on today’s docket are to be taken at the time the item is heard.)

Time allotted to each speaker is determined by the Chair. Comments are limited to no more than five (5) minutes **total per subject** regardless of the number of those wishing to speak. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Commission on any issue brought forth under “Non-Agenda Public Comment.”

CONSENT AGENDA (Items 2 through 6 can be approved with one motion.)

2. Approval of the minutes for the regular business meeting of September 2, 2021.

Approved items 2 through 6 with one motion.

3. Leave of Absence Without Pay - In Order. Item 12 through 15.
4. Approval of Exceptional Merit Increase for Matthew G. Dupras, Plant Process Control Supervisor (Option Class: Plant Maintenance Coordinator).
5. Approval of Exceptional Merit Increase for Juan Y. Juarez, Payroll Specialist II.
6. Approval of Exceptional Merit Increase for the Parks and Recreation Department's Pool Guards I and Pool Guards II.

POLICY ITEMS – DISCUSSION

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| 7. | Request from the Personnel Director to use a City employee as a rater for the Equipment Operator II examination. | Approved.
Speaking for staff was Dina Marocco. |
| 8. | Request from the Development Services Department to exempt a Program Coordinator position from the Classified Service. | Approved.
Speaking for staff was Grace Navarro. |
| 9. | Staff recommendations on new classifications for the Fiscal Year 2023 Salary Ordinance.

<u>Recommended for Approval:</u>
1) Asset Management Coordinator
2) FEWD Program Manager
3) Reservoir Maintenance Supervisor
4) Warehouse Manager | Approved.
FEWD Program Manager changed to FEWD Manager.
Speaking for staff was Grace Navarro. |
| 10. | Corey A. Henry, appealing his medical disqualification for the position of Grounds Maintenance Worker II. | Denied.
Applicant may reapply for City employment after one year.
Speaking for staff was Edgar Portilla.
Speaking was Corey A. Henry. |

UNFINISHED BUSINESS

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| 11. | Review of Fiscal Year 2023 Salary Proposals submitted for study.

<u>Not Recommended for Study:</u>
1) Boat Operator, Senior Boat Operator | Approved for further study.
Speaking for staff was Grace Navarro.
Speaking for Local 127 was Tim Douglass. |
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LEAVES OF ABSENCE WITHOUT PAY – IN ORDER

- 12. Ashley C. Bruun, Police Officer I, Police Department, for a six-month special leave without pay ending April 7, 2022, with her job to be saved.
Hire Date: June 6, 2019
Reason: Child care.
Department Recommendation: Approval.

LEAVES OF ABSENCE WITHOUT PAY – UNCLASSIFIED

- 13. Tonia L. Carnell, Supervising Management Analyst, Public Utilities Department, for a leave of absence from the Classified Service effective September 13, 2021, while filling an unclassified position with her name to be placed on the appropriate eligible list.
- 14. Sarah J. Erazo, District Manager, Parks and Recreation Department, for a leave of absence from the Classified Service effective April 3, 2021, while filling an unclassified position with her name to be placed on the appropriate eligible list.
- 15. Anna E. Vacchi Hill, Senior Public Information Officer, Communications Department, for a leave of absence from the Classified Service effective September 4, 2021, while temporarily filling an unclassified position with her job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

LEAVES OF ABSENCE WITHOUT PAY - TOTAL

Total Leave Requests	04	Family/Childcare/Maternity	01
Leave requests with job saved	01	Education/Training	00
Leave requests with name on list	00	Medical	00
Unclassified	03	Relocation	00
		Outside Employment	00
		Unclassified	03
		Other	00

CLOSED SESSION

At 12:05 p.m., the Commission met in Closed Session with the following agenda:

- I. Deliberation on disciplinary appeals pursuant to Government Code Section 54957:
 - a. Carmel Honeycutt – Termination upheld.

ADJOURNMENT

At 1:05 p.m., the Commission convened into open session. There being no further business, the meeting was adjourned at 1:39 p.m.

Lori Thacker, President